



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: August 15, 2011 6:00PM

DATE: August 10, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator/Finance
SUBJECT: City Facilities Janitorial Services (Discussion/Action)

Council is asked to approve a janitorial services contract for City Hall.

Background

The City for many years employed a contract cleaning company (Ultimate Building Maintenance) to perform bi-monthly standard office cleaning at City Hall including restrooms, vacuuming, windows, etc. This \$2000-2400 annual expense was eliminated in the FY10 budget, replaced by Public Works employees cleaning the restrooms and office employees doing the balance of custodial work.

The labor expense of utilizing in-house employees to perform janitorial chores does not provide an economic advantage over contracting with a professional service and having the tasks completed without interruption to other city service work duties. Staff called several vendors and received bids from three. Each of the three would also be willing to extend services to the Biggs Community Hall at a separately quoted rate, if the city decides to exercise that option, and provided quotes for this service.

The vendors provide their own works comp and liability insurance, bonding and OSHA compliance.

Competitive "silent" bids for office janitorial received included:

- ☐ Clean Master: \$150/mo (\$1800/yr).
- ☐ SJS Janitorial Services: \$189/mo (\$2268/yr).
- ☐ Ultimate Building Maintenance: \$195/mo (\$2340/yr).

Recommendation

Accept bid from SJS Janitorial Services and authorize City Administrator to enter agreement for services at the stated bid rate.

Fiscal Impact:

\$2300 appropriation to General Fund 010-4150-1425 to be allocated per schedule.